Job Title: Sanitation Worker II

Department: Environmental Services

Immediate

Supervisor: Sanitation Supervisor

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	804
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Provides solid waste collection with the use of sanitation collection vehicles. Interacts with the public providing customer service in resolving customer concerns and complaints.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Provides solid waste collection with the use of sanitation collection vehicles; performs routine vehicle/equipment maintenance; operates wood chipper, delivers and exchanges refuse and recycling containers.Performes other duties as assigned.
2	S	Provides customer service by answering inquiries and instructing citizens on the proper disposal of waste.

JOB REQUIREMENTS:

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Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum six months experience in a related field.
Certifications and Other Requirements	Valid Class B Commercial Driver's License
Reading	Work requires the ability to read general correspondences, memorandums and letters, technical training manuals for equipment operation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write City codes, general correspondences, memorandums and letters.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Limited Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

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Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☑ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	☑ Computer keyboard☑ Telephone keypad☐ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R □ O ⋈ F □ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R □ O □ F ⊠ C	☒ On ladders☒ On equipment☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☑ For supplies☐ For files	Crouching	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	☒ Communicating via telephone/radio, to co-workers/public☒ Listening to equipment
Kneeling	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O □ F ⊠ C	☑ From computer to telephone☑ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☑ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	,		

Physical Demands (continue	d)							
Machines, Tools, Equipment	and Work	Aids:						
Telephone, Cell/two way phone, Rear lo			k lift, Pick uj	truck, Flat be	d truck,	Roll off truck	, Chip	per
Grease gun, broom, shovel, pitch fork, h	igh pressure wa	sher, paint spra	ayer					
-								
	•							
Computer Equipment and S								
Desktop computer, Microsoft Office (W	ord, Excel, Acc	ess) Lotus Note	es, and Interr	et				
Environmental Factors:								
Environmental Condition	ns	Never	Seasonall	y Several T	imes	Several Ti	mes	Daily
			,	Per Mo	nth	Per Wee	ek	·
Extreme temperature	4.11		×					
(heat, cold, extreme temp. changes from work)	om outside					Ц		Ш
Wetness and/or humidity		\boxtimes						
(bodily discomfort from moisture)								
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)					\boxtimes		
Noise and vibration							×	
(sufficient to cause hearing loss)			Ш					
Physical hazards (high voltage, dangerous machinery,	ng grandina			\boxtimes				
prisoners, patients – <u>not customers</u>)	aggressive							
T								
Health and Safety Condition		D D 1		2 ' 11	Г.	Г 4	-	C + 1
Health and Safety Conditions	N = Never Never	R = Rarely Less than	•	Occasionally or more of		Frequently n 1/3 to 2/3		Constantly or more of
	occurs	hour per we		the time		the time		the time
Mechanical hazards		, o				\boxtimes		
Chemical hazards		X						
Electrical hazards	X							
Fire hazards		×						
Explosives	×			<u> </u>				<u> </u>
Communicable diseases Physical danger or abuse								
Other (specify)				-				
outer (speens)					I			
Primary Work Location:								
Office Environment								
☐ Warehouse								
□ Shop								
☐ Vehicle	1.0							
☐ Recreation Centers/Neighborhood ☑ Outdoors	a Centers							
☐ Other (Specify)								
_ Outer (Specify)								
Protective Equipment Requi								1
Long sleeve shirt, Steel Toe Boots, Glov	es, Safety Glas	ses, Hard Hat,	Hearing Prot	ection				

Job Demands

Overall Strength Demands:

	Overall Strength Demands
Exerting up to 10 pounds occasionally or negligible weights free sitting most of the time.	
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☑ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures			×	
Emergency Situations			×	
Frequent Change of Tasks			\boxtimes	
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously			\boxtimes	
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work			×	
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite

- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date	
Job Title of Supervisor	Signature of Supervisor	Date	
ob Title of Department Director	Signature of Department Director	Date	
ents:			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.